



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES



ASCENDER.

ELEVATING TECHNOLOGY SOLUTIONS

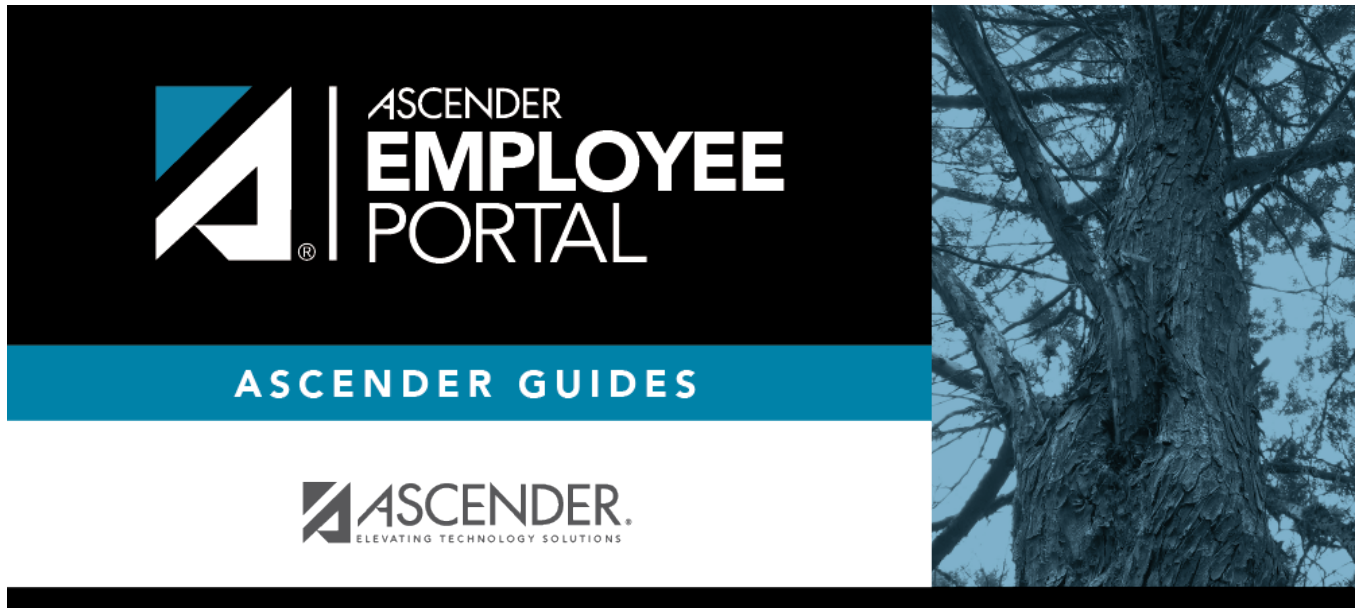


Table of Contents

☐ Click **Change Password**. The Change Password window opens.

Field	Description
Old Password	Type your current EmployeePortal password.
New Password	Type a new password. Requirements: • 16-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters Allowed special characters: : " # \$ % ' () + , - . / : ; < = > @ [\] _ ` { } ~ • Case-sensitive
Confirm Password	Retype the password that you typed in the New Password field to confirm your new password.

☐ Click **Submit** to update your current password to the new password. Otherwise, click **Cancel** to close the window without saving any changes. You will receive a confirmation email message notifying you that your password changed.



Back Cover